

**CARSON CITY AIRPORT AUTHORITY**  
**Minutes of the June 20, 2012 Meeting**  
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A regular meeting of the Carson City Airport Authority was scheduled for 6:00 p.m. on Wednesday, June 20, 2012, in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Harlow Norvell  
Member Ray Saylo

**STAFF:** Steve Tackes, Airport Counsel  
Jim Clague, Airport Engineer  
Tim Rowe, Airport Manager  
Tamar Warren, Recording Secretary

**NOTE:** A recording of these proceedings, the Airport Authority's agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are part of the public record. These materials are available for review, in the Clerk's Office, during regular business hours.

**A. CALL TO ORDER AND DETERMINATION OF QUORUM (6:08:50)** – Chairperson Norvell called the meeting to order at 6:08 p.m. Roll was called; a quorum was not present. Mr. Tackes explained that no action could be taken at this meeting due to the lack of quorum; however, he advised entertaining public comments since members of the public were present.

**B. PLEDGE OF ALLEGIANCE: (6:10:09)** – Chairperson Norvell led the Pledge of Allegiance.

**C. ACTION ON APPROVAL OF PAST MINUTES.**

**D. MODIFICATION OF AGENDA.**

**E. PUBLIC COMMENT (6:11:01)** – Chairperson Norvell entertained public comments, however, none were forthcoming. He also noted that there may have been some confusion regarding agenda item G3, and clarified that the “intent was not to present a completed performance appraisal of the Airport Manager and ask for Board concurrence”. Chairperson Norvell clarified that the agenda was worded “sufficiently broad in order to encompass any eventuality” in anticipation that the item would be continued to future meetings. He added that the blank forms were intended for distribution to Authority members, three of whom, excluding the Chair, would serve on a committee to conduct a performance appraisal based upon the Airport Manager's job description. Chairperson Norvell also noted that the committee would discuss each item on the performance appraisal in an Airport Authority meeting, where action would be taken on the appraisal.

**F. CONSENT AGENDA.**

**G. PUBLIC HEARING ITEMS:**

**1. STATUS REPORT FROM KCXP INVESTMENTS ON THEIR GOOD FAITH ACTIONS TO BRING THEIR LEASE INTO COMPLIANCE.**

**2. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE FY 2013/2015 DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM.**

**3. DISCUSSION AND POSSIBLE ACTION TO ACCEPT AND/OR APPROVE THE PERFORMANCE EVALUATION OF THE AIRPORT MANAGER TO INCLUDE THE METHODOLOGY OF PERFORMING THE EVALUATION.**

**H. AIRPORT ENGINEER'S REPORT.**

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**I. AIRPORT MANAGER'S REPORT.**

**J. LEGAL COUNSEL'S REPORT.**

**K. TREASURER'S REPORT.**

**L. REPORT FROM AUTHORITY MEMBERS.**

**M. PUBLIC COMMENT (6:14:45)** – Chairperson Norvell entertained public comments; however none were forthcoming.

**N. AGENDA ITEMS FOR NEXT REGULAR MEETING. (6:15:01)** – Chairperson Norvell introduced the item and noted that all of the above agenda items would be continued.

**O. ACTION ON ADJOURNMENT. (6:15:33)** – The meeting was adjourned at 6:15 p.m.

The Minutes of the June 20, 2012 Carson City Airport Authority meeting are respectfully submitted this 18<sup>th</sup> day of July, 2012.

ALAN GLOVER, Clerk - Recorder

By: \_\_\_\_\_  
Tamar Warren, Deputy Clerk/Recording Secretary